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MEMORANDUM

To:	Agency Fleet Coordinators
From:	Cindy Dixon, State Fleet Manager
Date:	April 5, 2004
Re:	**Fleet Information System Interface Requirements**

This memo is intended to explain changes to the interface requirements for the Fleet Information System to be implemented on June 1, 2004. Those agencies opting to submit interface files in lieu of online entry will be required to follow the interface layout dated 3/22/04 that is posted to the Fleet Management website at http://www.oa.mo.gov/gs/fm/interfacelayout.htm.

Highlights of the changes include:
- ➢ Addition of oil change interval and associated fields to assist in preventative maintenance scheduling.
- ➢ Change in values for the commuting field to differentiate between exempt and reportable commuting as defined by the State Vehicle Policy (revised 2/1/04).
- ➢ Change in the "Secondary Purpose" field (previously Special Purpose). Agencies will pick from a list of values for function/task specific vehicles and special purpose vehicles. See word document on the above website site explaining changes to these fields.
- ➢ Increase in field length for the Fuel Card Number to accommodate Fleet One cards.

The changes are indicated in red on the new layouts. Please review them carefully. All test files submitted hereafter should be submitted using this layout.

Thank you.

/cd